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NEW DELHI, SATURDAY, SEPTEMBER 7, 1968 (BHADRA 16, 1890)

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह भलग संकलन के रूप में रखा जा सके

Separate paging is given to this Part in order that it may be filed as a separate compilation

भाग III—खण्ड 4

PART III—SECTION 4

विभिन्न निकायों द्वारा जारी की गई विभिन्न अधिसूचनाएं जिसमें अधिसूचनाएं, आदेश, विज्ञापन और सूचनाएं सम्मिलित हैं
Miscellaneous Notifications including Notifications, Orders, Advertisements and Notices
issued by Statutory Bodies

डाक व तार विभाग

डाक-तार महानिदेशक का कार्यालय

नई दिल्ली, दिनांक 23 अगस्त 1968

सं० 25/21/68-एल० आई०—श्री दत्तात्रय गंगाधर जोशी की क्रमांक 49825-पी० दिनांक 5-11-51 को 1000 रुपये की डाक जीवन बीमा पालिसी विभाग के संरक्षण में गुम हो गई है। यह सूचित किया जाता है कि उक्त पालिसी का भुगतान रोक दिया गया है। उपनिदेशक, डाक-जीवन बीमा, कलकत्ता को बीमेदार के नाम पालिसी की दूसरी प्रति जारी करने के अधिकार दे दिए गए हैं। जनता को चेतावनी दी जाती है कि मूल पालिसी के सम्बन्ध में कोई लेन-देन न करे।

दिनांक 26 अगस्त 1968

सं० 25/37/68-एल० आई०—श्री व० र० श्रीनिवासागराओ को क्रमांक 71684-पी० दिनांक 16 अप्रैल, 1956 को 2000 रुपये की डाक जीवन बीमा पालिसी उनके संरक्षण में गुम हो गई है। यह सूचित किया जाता है कि उक्त पालिसी का भुगतान रोक दिया गया है। उपनिदेशक, डाक-जीवन बीमा, कलकत्ता को बीमेदार के नाम पालिसी की दूसरी प्रति जारी करने के अधिकार दे दिए गए हैं। जनता को चेतावनी दी जाती है कि मूल पालिसी के सम्बन्ध में कोई लेन-देन न करे।

एम० के० घोष

निदेशक (डाक जीवन बीमा तथा शिवायन)

STATE BANK OF INDIA

Calcutta, the 22nd August 1968

No. Staff-2767.—The following appointments on the Bank's staff are notified hereby :—

Shri K. S. Banerjee to act as Accountant, Port Blair Branch, as from the 13th October, 1966.

Shri N. C. Chatterjee (2), held temporary charge of Gangtok Branch from the commencement of business on the 24th November to the close of business on the 6th December 1966, vice Shri B. Pradhan (1).

Shri K. S. Banerjee, Acting Accountant, Port Blair Branch, held temporary charge of that Branch in addition to his own duties from the 22nd March to the 2nd April 1967 inclusive, vice Shri S. Pramanik.

Shri S. K. Kundu to be Agent, Gangtok Branch, as from the 6th July 1967, vice Shri B. Pradhan (1).

Shri K. L. V. Sayarao to act as Accountant, Port Blair Branch, as from the 19th November 1967, vice Shri K. S. Banerjee.

Shri R. K. Sinha (1) to be Agent, Port Blair Branch, as from the 22nd February 1968, vice Shri S. Pramanik.

Shri K. L. V. Sayarao, Acting Accountant, Port Blair Branch, to be Agent of that Branch in addition to his own duties, as from the 2nd June 1968 vice Shri R. K. Sinha (1).

Shri I. M. (Deb) Nath to be Agent, Port Blair Branch, as from the 23rd July 1968, vice Shri K. L. V. Sayarao.

By order

RAM RAKHA

Secretary & Treasurer

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(CHARTERED ACCOUNTANTS)

New Delhi-1, the 7th September 1968

No. 1-CA(25)/68.—In exercise of the powers conferred by Sub-Section (1) of Section 30 of the Chartered Accountants Act, 1949, (XXXVIII of 1949), the Council of the Institute of Chartered Accountants of India has made the following amendments to the Chartered Accountants Regulations, 1964, the same having been previously published and approved by the Central Government as required under sub-section (3) of the said Section.

In the said Regulations :—

'Between the existing sub-paragraphs (2) and (3) of paragraph 12 of Schedule 'B' insert the following sub-paragraph (2A), viz. :

"(2A)(1) Notwithstanding anything contained in sub-paragraphs (1) and (2), a person who has passed the Intermediate Examination held by the Institute securing a minimum of 60% of the total marks in the examination in his first appearance shall also be eligible for a reduction of one year in the prescribed period of practical training.

(2) Application for reduction of one year in the period of training or a part thereof shall be sent to the Secretary, through the employer, so as to reach him within 60 days of the coming into force of this sub-paragraph or the declaration of the result of the appropriate Intermediate Examination, whichever is later."

C. BALAKRISHNAN
Secretary

THE INSTITUTE OF COST AND WORKS ACCOUNTANTS OF INDIA

(COST ACCOUNTANTS)

Calcutta, the 20th August 1968

No. 39-CWA(29)/68.—In exercise of the powers conferred by sub-section (1) of Section 39 of the Cost and Works Accountants Act, 1959, (Act No. 23 of 1959), the Council of the Institute of Cost and Works Accountants of India has made the following amendments in the Cost and Works Accountants Regulations, 1959, the same having been previously published and approved by the Central Government as required by sub-section (3) of the said Section :

In the said Regulations :

For the existing Chapter IV and Chapter V and Regulations 19 to 44, the following shall be substituted, namely :

"CHAPTER IV

REGISTERED STUDENTS

19. *Eligibility to take Examinations.*—Admission to the Intermediate and Final Examinations of the Institute shall be restricted to Registered Students, who shall be required to undergo such theoretical and practical training as the Council may arrange, approve or prescribe and pay such fees for the same as may be prescribed.

20. *Conditions for Registration.*—Every person applying to become a Registered Student shall be required to apply in Form 'T' and produce evidence to the satisfaction of the Council that he—

(a) is not less than eighteen years of age on the date of his application; and

(b) has passed the Intermediate examination of any University or an examination recognised by the Central

Government as equivalent thereto, or has passed the National Diploma in Commerce Examination held by the All India Council for Technical Education or any State Board of Technical Education under the authority of the said All India Council, or the Diploma in Rural Services Examination conducted by the National Council of Rural Higher Education or the Intermediate or Final Examination of the Institute of Chartered Accountants of India, or of the Institutes of Chartered Accountants in England and Wales, Scotland, or Ireland, or of the Society of Incorporated Accountants, London, or of the Institute of Cost and Works Accountants, London or any other examination recognised by the Central Government for the purpose of admission as a Registered Student of the Institute :

Provided that persons registered as students with the dissolved company immediately prior to the commencement of the Act, shall on payment of any arrears of annual subscription due from them, be registered as students under this Regulation without the payment of any Student Registration fee.

21. *Fee and Subscription.*—(1) Every person applying for registration shall pay a Student Registration fee of Rs. 52, provided that in respect of an application for registration received prior to 1st October 1967, the Student Registration fee payable will be limited to Rs. 50.

(2) Every Registered Student shall pay an annual subscription of Rs. 15 which shall be due and payable on the 1st April in each year :

Provided that half the amount of the annual subscription shall be payable for the first year by a student admitted on or after the 1st October and before the 1st April next following :

Provided further that three-fourths of the annual subscription paid for the year 1959 under Article 20(a) of the Articles of Association of the dissolved company by a student shall be set off against the annual subscription payable under this Regulation and only the balance shall be payable by him for the year 1959.

22. *Refund of fees.*—Every candidate whose application for registration is not accepted by the Council shall be entitled to a refund of the Student Registration fee and the first annual subscription paid by him.

23. *Non-payment of annual subscription.*—The non-payment of annual subscription within three months from the date on which it becomes due will render the defaulter liable to the cancellation of his registration.

23A. *Restoration to Studentship.*—The Council may on request made to it by a person whose registration has been cancelled under Regulation 23, restore his registration, if he is otherwise eligible thereto, on payment before such restoration the annual subscription for the year during which his registration is restored, all arrears on account of the annual subscription and a restoration fee of Rs. 15 :

Provided that no restoration of registration shall be effected unless the request for such restoration is received within three years from the date of notifying the cancellation of registration.

24. *Position of Registered Students.*—Student registration shall not confer any membership rights nor entitle a person so registered to claim any form of membership of the Institute or of a Regional Council. He may, however, borrow books from the library subject to such conditions as the Council may from time to time specify and participate in the activities of the Regional Council in accordance with the rules of the Regional Council.

25. *Time limit for Examinations.*—A registered Student will normally be required to complete the Intermediate and Final Examinations of the Institute within a period of seven years from the date of registration, failing which his registration shall be liable to cancellation :

Provided, however, that in the case of every Student registered with the Institute prior to 1st January 1965, a period of nine years from the date of his registration shall be allowed for the purpose of this Regulation :

Provided, further, that this Regulation shall not be enforced prior to 31st May 1970.

26. *Examination rules.*—Registered Students shall be required to comply with the rules relating to the examinations which are in force at the time of applying for admission to or appearing in the examinations.

27. *Suspension and Cancellation of Registration.*—In the event of any misconduct or breach of any Regulation by any Registered Student, the Council may, if it is satisfied, after such investigation as it may deem necessary and after giving him an opportunity to make his objections, that the complaint is proved, suspend or cancel the registration of the student.

28. *Termination of Registration.*—The registration of a student shall terminate after he has passed the qualifying examinations of the Institute, provided that if he is not eligible for membership of the Institute at the time of passing the Final Examination he may continue as a Registered Student on payment of the requisite annual subscription, for a period not exceeding four years.

28A. *Coaching Administration and Training.*—(1) The Council may arrange for imparting training to Registered Students and for this purpose establish and operate a Coaching Administration, made rules in connection therewith and charge such fees as may be specified.

(2) The Coaching Administration shall at all times function subject to the control, supervision and direction of the Training and Educational Facilities Committee.

(3) All Registered Students shall be required to undergo such training as may be prescribed before they are admitted to any of the examinations referred to in Chapter V :

Provided, however, that persons registered as students prior to 1st January 1965 shall be exempted from this requirement.

CHAPTER V

QUALIFYING EXAMINATIONS

29. *Who can become a member of the Institute.*—Except as otherwise provided for in the Act or these Regulations, every person wishing to qualify himself for membership of the Institute shall be required to pass the Intermediate and Final Examinations of the Institute, and to complete the practical training, as prescribed in this Chapter :

Provided that those who have passed the Final Examination of the dissolved company shall not be required to pass the corresponding examination of the Institute :

Provided further that those who have passed the Intermediate Examination of the dissolved company or of the Institute held prior to 1st January 1960 after being examined under the syllabus then in force, and those who have passed the Intermediate Examination held after 1st January 1960 but prior to 31st December 1962 after being examined under the said syllabus, shall be required also to reappear in and pass the Intermediate Examination under Regulation 31 or Regulation 32, as the case may be.

Intermediate Examination

30. *Admission to and fees for Intermediate Examination.*—(1) No candidate shall be admitted to the Intermediate Examination unless he is a Registered Student of the Institute and unless he has paid all his dues within the seventh day of the second month preceding the month in which the examination is held :

Provided, however, that a candidate registered as a student on or after 1st January 1965 shall not be admitted to any Intermediate Examination unless he has produced a certificate from the Director of Studies or the Head of the Coaching Administration, by whatever name designated, or from the head of the institution recognised by the Council in this behalf duly countersigned by the Director of Studies or the Head of the said Coaching Administration, as the case may be, to the effect that he has subsequent to 1st January 1965, undergone satisfactorily a course of postal or oral tuition for the Intermediate Examination :

Provided further that the Examination Committee may on receipt or being in possession of any information against any candidate, decline to admit him to any examination after giving him an opportunity to explain his conduct and after holding such enquiry for the purpose as it may consider necessary.

(2) No candidate shall be admitted to any Group of the Intermediate Examination unless he has passed in or obtained exemption from the Groups preceding it :

Provided that a candidate may be admitted to all the Groups if taken together.

(3) Every candidate for admission to the Intermediate Examination shall pay a fee of Rs. 20 for any one Group, Rs. 35 for two Groups, or Rs. 50 for all Groups.

31. *Groups Papers and Syllabus for Intermediate Examination.*—Candidates for the Intermediate Examination to be held prior to 31st January 1971 shall be examined in the following subjects and Groups :

GROUP 1

1. Office Methods and General Knowledge of Commerce and Finance

(One Paper—Three hours—100 marks)

OFFICE METHODS

Layout of Office and Working Facilities.—Accommodation; Lighting; Ventilation; Furniture and fittings; Freedom from noise and dust; Provision of safety and sanitary arrangements.

Time-and-labour-saving office appliances, Stationery Handling and disposal of mail and correspondence. Minutes, resolutions and reports.

Communication Services :

Oral—Telephones, loud-speakers, signals (including calling bells), speaking tubes, dictaphones, etc.

Written—Postal Service (including telegrams & cables), messengers, tele-writers, conveyor systems, etc.

Personnel.—Structure of personnel according to jobs and skill; Grading of jobs for fixing wages; Recruitment and promotion; Working conditions including hours of work, holidays, canteens and meal-breaks, medical benefits and other welfare arrangements; Office Committees; Training of staff for clerical work and for management and supervision.

Planning and flow of work.—Devolution and delegation of responsibility and authority; Centralised and decentralised control; Interests, opportunities and morale of the worker.

GENERAL KNOWLEDGE OF COMMERCE AND FINANCE

Banking and negotiable instruments. Legal tender. Token money. Functions of the Reserve Bank of India, and Industrial and Agricultural Banks. Clearing House. Bank rate and market rate. Money and credit. Industrial Finance Corporations. Procedure involved in inland and foreign (export and import) trade. Foreign exchange. Ships and shipping. Consular service. Insurance (excepting Life Assurance). General and Particular Average and Average Statement. Dealings on the Stock Exchange.

2 Economics of Industry and Commerce and Industrial Evolution in India

(One Paper—Three hours—100 marks)

ECONOMICS OF INDUSTRY AND COMMERCE

Preliminary—Human wants and their satisfaction Economic goods Consumers' goods and Producers' goods Wealth Utility Value Price Capital Income Marginal concept

Economic Activities—Production Consumption, Distribution and Exchange Factors or Agents of Production and their remuneration—(1) Land, (2) Labour, (3) Capital in money and goods, and (4) Industrial Organisation.

Demand and supply, their elasticity and equilibrium Indifference curves Joint and composite demand and supply Market Monopoly and Competition. Opportunity costs

Trade Unions Industrial unrest and disputes, tribunals and awards.

Business Organisation and Combinations—Sole trader, Partnership, Joint stock company, Co-operative Society, Trust, Cartel, Holding Company, Integration of industries, Government control, State Production and Trading, Nationalisation

Causes for localisation of industry

Money, Banking Credit and Foreign Exchange—Money as a medium of exchange Money and price level Index number Legal tender Token money Fiat money Economic effects of inflation and deflation of currency Theories of money General principle of stabilisation Banking service Reserve Bank of India Scheduled Banks Clearing House, Industrial and Agricultural Banks Co-operative Banks Bank rate and market rate International Monetary Fund World Bank. Negotiable instruments Creation of credit, part played by banks National and international finance corporations Commodity Credit Corporation, Foreign exchange Dislocated currencies Exchange controls Exchange Equalisation Fund, Commonwealth Sterling and Dollar Reserve

International Trade—The law of comparative advantage and its limitations The balance of trade theory of mercantilists and its fallacies Gold exchange standard

Business Cycles and their Control—Expansion Recession, Contraction and Revival

Taxation and Public Finance (Including Public indebtedness)

INDUSTRIAL EVOLUTION IN INDIA

Industries

Handicrafts—The earliest industries in India Impact of European traders Portuguese Dutch, French and British Gradual disappearance of handicrafts with the establishment of the British rule in India The period 1600-1800 represents the golden age of old Indian trade and industry and the commencement of the economic downfall of India

Beginning of modern industry in the nineteenth century and early twentieth century—Plantations, Factory industry Mining industry, Oils In the twentieth century—Modern heavy industries Manufactures and agricultural Productions on large scales led to or supported by growth of towns Handloom and cottage industries Mill versus handloom industry.

Irrigation, flood control and multi-purpose projects Use of power—Water, Gas and Electricity Development of transport by road, water and air Development of communications—Posts and telegraphs, telephones, wireless and radio communications

Markets

Earliest stage—Each village usually self-sufficient, village fairs Thereafter, the "Kaikhana" of the Muhammedan period for manufacture of handicrafts and sales through merchant houses Movement of manufactured and agricultural products from major inland centres to ports for the export trade Present stage—worldwide organisations for direct sale or sales through agents and representatives of commodities produced on large scales State activities in agriculture (including dairy) and heavy industries

Finance

Development of modern and indigenous banking for financing industries Various credit instruments Accumulation and creation of capital Business combinations Joint-stock companies Holding companies and subsidiaries Managing Agency system The State as an industrialist

Workers

Growth of population Famines and their causes Trend of wages Trade unions and labour legislation

3 Industrial and Commercial Law

(One Paper—Three hours—100 marks)

The following statutes including any revisions, amendments or consolidations that may take place from time to time and also rules if any, framed under these statutes by authorities under the Central Government, effective from a date not less than six months preceding the date of the examination

Contract Act (excluding Chapters on Bailment and Agency), Sale of Goods Act, Workmen's Compensation Act Trade Unions Act, Industrial Disputes Act; Factories Act, Payment of Wages Act, Minimum Wages Act, Employees' State Insurance Act

Stress will be laid especially on application of the statutes to commercial and industrial problems

GROUP II

4 Book-keeping and Accountancy

(One Paper—Three hours—100 marks)

Single and Double Entry Manufacturing, Trading, Profit and Loss and Profit and Loss Appropriation Accounts, Goods on Sale or Return, Packages Account, Depreciation Reserves and Sinking Funds, Balance Sheet; Negotiable Instruments Consignments Joint Ventures and Partnership Accounts Company Accounts, Issue, Forfeiture and Redemption of Shares and Debentures, Divisible Profits and Dividends, Statements, Returns and other accountancy provisions under the Companies Act; Miscellaneous items on company accounts Departmental Accounts and Branch Accounts (including Foreign Exchange) Total Accounts and Sectional Balancing

5 Practical Mathematics

(One Paper—Three hours—100 marks)

Arithmetic—Approximation, significant figures, possible errors in calculation Aliquot parts Mixtures Average

Algebra—Equations (excluding Indeterminate Equations) Ratio Proportion and Variation Indices Logarithms Arithmetical and Geometrical Progressions Discount Compound Interest, Annuities, and Amortisation and Sinking Funds Use of the Slide Rules and Logarithmic Tables

Trigonometry—Trigonometrical ratios and formulae. Multiple and submultiple angles. Heights and distances. Simple properties of triangles. Simple applications of trigonometrical ratios. Use of Trigonometrical Tables.

Mensuration—Circumference of circle. Perimeter of ellipse. Area of triangle, parallelogram, polygon, circle (including sector, segment and annulus) and ellipse. Area of irregular figures. Volume and surface of cube, prism cylinder pyramid, cone, frustum, sphere (including zone and segment) and anchor ring. Slides, areas and volumes of similar figures.

Stress will be laid more on the application of formulae than on the deduction of the formulae themselves.

6. Elements of Engineering

(One Paper—Three hours—100 marks)

Elementary machines. Simple levers and machines. Definitions of simple units (velocity, acceleration, force, work, etc.) Practical units (Horse Power, Watt, Kilowatt, Ampere, Volt, Horse Power Hour, Kilowatt Hour, etc.). Elementary idea about the basic principles, construction and uses of lathes, drilling machines, planers, shapers, hobbing machines, grinders etc. Basic properties of cast iron, mild steel, alloy, tool steel, copper, aluminium, brass and bronze. Power generation—steam, water, internal combustion, and prime mover. Generation and transmission of electric current (elementary). Advantages and disadvantages of Alternating and Direct Currents; when the one or the other is desirable. Power transmission and usage. Workshop power distribution. Separate motors and centralised drive. Shafting, belting, gears, chains and ropes.

GROUP III

7—9 Costing

(Three Papers of Three hours of 100 marks each)

(A) Prime Cost

(i) MATERIALS

Purchase requisition, specification and Buying Department. Study of markets and sources of supply. Receipt, inspection and storage of materials (including centralised, decentralised and branch stores) and planning the lay-out of the factory. Systems of store-keeping and control. Requisition and issue of materials. Pricing of issues. Transportation and delivery. Conveyor systems for moving materials. Maximum and minimum balances and ordering level.

Direct materials, stores and finished stock. Dealing with surplus stores received back from work orders.

Treatment of defective materials. Loss by depreciation, obsolescence natural waste, time-lapse, etc. Minimisation of loss.

Tools, patterns, designs and blueprints. Packing materials.

Recording and accounting for materials.

(ii) LABOUR

Principles involved in remunerating labour—period of employment, quantity of output or combination of both. Fixation of wages. Incentive systems. Bedaux Plan. Various methods of remunerating labour.

Record and analysis of employment and wages. Allocation of regular labour as well as unusual employment such as overtime, holiday work, night shift, etc. Treatment of idle time and holidays with pay. Outworkers; Casual workers.

Elementary idea of cost of labour turnover and of motion and time study.

Cash payment of wages—Wages sheet or Payroll showing gross earnings, deductions and net payments. Cash Book. Use of special fund for payrolls.

Recording and accounting for labour.

(iii) CHARGEABLE EXPENSES

(B) Overhead Charges :

(i) FACTORY OVERHEAD

(ii) SELLING, DISTRIBUTION AND ADMINISTRATION OVERHEADS

(C) (i) RECONCILIATION OF COST AND FINANCIAL ACCOUNTS.

(ii) METHODS OF COSTING.

(iii) COLLECTION AND ARRANGEMENT OF DATA AND PRESENTATION OF RESULTS.

(iv) COST AUDIT.

The above is intended as a general guide to questions which may be asked in each paper.

32. *Groups, Papers and Syllabus for Intermediate Examination (Continued)*.—Candidates for the Intermediate Examination to be held after 31st January 1971 shall be examined in the following subjects and Groups :

GROUP I

Paper 1 : Office Organisation and General Knowledge of Commerce and Finance

(One Paper—Three hours—100 marks)

OFFICE ORGANISATION :

Office and Management : Location of Office; Environment, internal and external; Methods as applied to Office Management; Office Manual.

Layout of Office and Working Facilities : Accommodation; Lighting; Ventilation; Furniture and fittings; Freedom from noise and dust; Safety and sanitary requirements; Time-and-labour-saving office appliances and stationery.

Services : Handling and disposal of mail and correspondence; Typing; Filing and indexing; Reproduction; Precise; Communications, oral and written; Internal and external centralisation *versus* decentralisation of services.

Administration : Organisation; Delegation of duties and authority; Planning and flow of work; Standards of performance and measurement of efficiency; Centralised and decentralised control; Clerical routines; Design of forms; Cash and credit control; Sales invoicing and accounting; Security; Secrecy.

Personnel : Structure of personnel according to job and skill; Recruitment, remuneration, incentive, training, discipline, supervision, appraisal, promotion and retirement; Working conditions, medical benefits and welfare arrangements; Office Committees; Labour Union.

Reports : Types, style and presentation; Routine and special reports; Minutes and resolutions; Records and Record-keeping; Problems of space; Microfilming.

GENERAL KNOWLEDGE OF COMMERCE AND FINANCE

Forms of Business Organisation : Sole Trader, Partnership, Joint Stock Companies (Private & Public), Co-operative Societies, Government Companies, Public Corporations, etc.

Banking and negotiable instruments. Legal tender; Token money; Functions of Reserve Bank of India and Industrial and Agricultural Banks; Clearing House; Bank rate and market rate; Money and credit; Industrial Finance Corporations; Unit Trust; Procedure involved in inland and foreign (export and import) trade; Foreign exchange; Organisation and forms of transport—land, air and water; Ships and Shipping; Consular service; Insurance including Life Assurance; General and Particular Average

and Average Statement; Dealings on Stock Exchange; Publicity and Advertisement; Marketing of goods and Market Research; Current topics in Commerce and Finance

Paper 2 : Modern Economics and Industrial Evolution in India

(One Paper—Three hours—100 marks)

MODERN ECONOMICS :

Preliminary : Definition of various economic terms such as goods, wants, demand, supply, wealth, utility, consumers' surplus, index numbers, etc.; Laws of Returns; Marginal concepts; Static and Dynamic Economics.

Supply and Demand : Value; Price; Equilibrium between value and price; Elasticity of demand and supply; Indifference curves; Short term and long term analysis of value under static and dynamic conditions.

Price Determination : Perfect, imperfect and monopoly competition; Determination of price under perfect, imperfect, monopoly, oligopoly and monopolistic competition.

Factors of Production : Land, Labour, capital, organisation, various theories, with special reference to modern theories on rent, wages, interest and profit; Position of and part played by entrepreneurs.

Money and Banking : Definition of money; Functions and types of money; Money and price; Theories of money; Inflation and deflation.

Functions and types of Banks; Central Banking; Banks and money supply; Control on money by Banks.

International Trade : Balance of trade; Balance of payment; Theory of comparative advantage; Economic tariff and protection; Free trade.

Planning : Economic development and the State; Definition, need, types, objects and techniques of planning; Capital formation; Planning and control.

Miscellaneous : Deficit Financing; Foreign exchange; Large scale and small scale industries; National income; Speculation; International financial institutions; Business cycles; Principles of taxation and its effects on production, distribution and national economy of a country.

INDUSTRIAL EVOLUTION IN INDIA

General : Golden Age of Indian industries; Evolution of industries in India (when European Nations came to India, industries during East India Company, industries during Nineteenth Century, etc.); Effects of First World War on the growth of industries in India and the great depression of 1930's; Effects of Second World War on industries in India; Industries since Independence; Industrial Evolution and National Plans. Industrial Policy Resolution of 1948, 1956, etc.

Finance for Industries : Reserve Bank; State Bank; Industrial Finance Corporation; National Industrial Development Corporation; Industrial Credit and Investment Corporation; Industrial Development Bank; International Finance Institutions and industrial Finance in India.

Labour in India : Conditions of labour in India, Trade Union movement in India; Machinery for prevention and settlement of disputes; Co-partnership, Joint Management, etc.; Labour legislation and industrial relation in India; Indian labour and productivity.

Planning in India : Mixed economy; Socialistic pattern of society; Aim, object and technique of planning in India; Financial resources; Employment and Plans; Five Year Plans; Objectives and strategy of planning; Role of Government in economic life.

Miscellaneous : Agriculture and industry; Large scale and small scale industries; Managing agency system; Public and private enterprise; National income; Distribution of income; Capital formation; Sterling reserves.

Paper 3 : Industrial and Commercial Law

(One Paper—Three hours—100 marks)

The following Statutes, including any revisions, amendments or consolidations that may take place from time to time and also Rules or Schedules, if any framed under these Statutes by authority under the Central Government :

Contract Act (excluding Chapters on Bailment), Sale of Goods Act, Negotiable Instruments Act, Partnership Act, Industrial Employment (Standing Orders) Act, Workmen's Compensation Act, Indian Trade Unions Act, Industrial Disputes Act, Factories Act, Payment of Wages Act, Minimum Wages Act, Employees' State Insurance Act, Employees' Provident Fund Act, Apprentices Act, Industrial Statistics Act.

Stress will be laid especially on application of the Statutes to industrial and commercial problems.

GROUP II

Paper 4 : Book-keeping and Accountancy

(One Paper—Three hours—100 marks)

Single and Double Entry; Trial Balance; Manufacturing, Trading, Profit & Loss and Profit & Loss Appropriation Accounts; Depreciation; Provisions, Reserves and Sinking Funds; Balance Sheet; Accounts Current and Average Due Date; Negotiable Instruments; Packages Accounts; Goods on Sale or Return, Consignments, Voyage and Joint Venture Accounts; Partnership Accounts including dissolution of partnership; Goodwill and problems connected therewith; Investment Accounts; Receipts and Payments Accounts and Income and Expenditure Accounts.

Company Accounts : Issue, forfeiture and redemption of shares and debentures; Profits prior to incorporation; Divisible profits and dividends; Statements, returns and other accountancy provisions under Companies Act; Miscellaneous problems on Company Accounts.

Departmental Accounts and Branch Accounts (including foreign branches); Total Accounts and Sectional Balancing; Royalty; Hire purchase and instalment payment purchase; Accountancy Ratios.

Preparation of accounts from incomplete records.

Paper 5 : Practical Mathematics

(One Paper—Three hours—100 marks)

Arithmetic : Approximation; Significant figures; Possible errors in Calculation; Aliquot parts; Mixtures; Averages.

Algebra : Equations (excluding Indeterminate Equations); Ratio, Proportion and Variation; Indices; Logarithms; Arithmetical and Geometrical Progressions; Discount; Compound Interest; Annuities; Amortisation of Sinking Funds.

Use of Slide Rule and logarithmic tables; Elementary idea of Permutation and Combination; Graphs of some standard second degree equations and graphical solutions.

Trigonometry : Trigonometrical ratios and formulae; Multiple and sub-multiple angles; Heights and Distances; Simple properties of triangles; Simple applications of trigonometrical ratios; Simple problems on inverse trigonometrical functions; Use of trigonometrical tables; Graphs of elementary trigonometrical functions and graphical solutions.

Mensuration : Circumference of circle; Perimeter of ellipse; Area of triangle, parallelogram, polygon, circle (including sector, segment and annulus) and ellipse; Area of irregular figures; Volume and surface of cube, prism, cylinder, pyramid, cone, frustum, sphere (including zone and segment) and anchor ring; Sides and areas of similar figures. Simpson's Rule and Mid-ordinate Rule. Guldin's or Pappus Theorem.

Calculus : Elementary idea of Functions, their limits and continuity (including graphical approach); Differentiability of Functions and the Standard Forms; Derivative as a Rate-measurer. Simple idea of higher order derivatives. Elementary idea about Maxima and Minima of a Function.

Integration as the reverse process of differentiation : Simple rules of Integration and the Standard Forms; Evaluation of definite Integrals (assuming the Fundamental theorems of Integral Calculus).

Stress will be laid more on the application of formulae than on deduction of the formulae themselves.

Paper 6 : Factory Organisation and Elements of Engineering

(One Paper—Three hours—100 marks)

FACTORY ORGANISATION :

Management organisation and control; Factory location and site, layout and design, lighting and ventilation; location and arrangement of plants; Selection and care of machines and keeping these in working order; Maintenance and problems in relation thereto; Methods of handling and conveyance of raw materials, partly-finished products and finished products; Packing forwarding and despatch departments; Location and arrangement of Store room; Store-keeping and duties of Store-keeper; Perpetual inventory; Flow of material; Purchase, inspection, stocking and supply of materials; Maximum, minimum and ordering levels; Standard ordering quantity; Tools and Tool room; Duties of Tool-keeper; Personnel Department Selection, training, remuneration, promotion, recreation, meal-breaks, canteens, sanitation and other welfare arrangements; Industrial relations; Time Office routine and functions; Planning Department; Scheduling; Routine of Work Order and Flow Chart; Inspection to prevent or discover errors; Avoidance of waste; Preliminary idea of Motion and Time Studies; Watch and Ward Department and functions; Staff and their supervision; Incentive, confidence and co-operation; Work Order follow-up; Liaison; Harmonious execution of responsibilities by worker, foreman and management; Military or Line Organisation; Line-and-Staff Organisation; Functional Organisation; Accidents and their consequences; Prevention of accidents; Safety measures.

ELEMENTS OF ENGINEERING

Levers and elementary machines; Simple Units (such as Velocity, Acceleration, Force, Work, etc.); Practical Units (such as Horse Power, Watt, Kilowatt, Ampere, Volt, Horse Power Hour, Kilowatt Hour, etc.); Elementary idea about basic principles, construction and uses of lathes, drilling machines, planers, shapers, hobbing machines, grinders, etc.

Basic properties of Cast Iron, Mild Steel, Tool Steel, Alloy, Copper, Aluminium, Brass and Bronze.

Furnaces and boilers.

Power Generation.—Steam, water internal combustion and prime movers; Elementary idea of generation and transmission of electric current; Advantages and disadvantages of Alternating and Direct Currents; Circumstances when the one or the other is desirable; Power transmission and usage; Workshop power distribution; Separate-motors and centralised drive; Shafting, belting, gears, chains and ropes.

GROUP III

NOTE : The subject matter covered in this Group should be studied widely and intensively.

Paper 7 : Cost Accountancy—Materials

(One Paper—Three hours—100 marks)

Material as an element of cost; Direct and indirect materials; Recording and accounting of direct and in-

direct materials; Storage of materials; Maximum, minimum and ordering levels; Standard ordering quantity; Control and reduction of material costs; Treatment and control of scraps, spoilage, defectives, etc.; Depreciation, obsolescence, natural waste, etc.; Treatment of by-products and joint products; Tools, patterns, designs, etc.; Packing materials; Material cost reporting; Inventory management and inventory control.

Paper 8 : Cost Accountancy—Labour and Direct Expenses

(One Paper—Three hours—100 marks)

Characteristics of labour as a cost element; Distinction between direct and indirect labour cost; Labour cost accounting and recording; Control of labour cost; Work study; Labour productivity; Wages payment systems; Principles and methods of remuneration of labour; Role of incentive systems in productivity and labour cost control; Human aspect of labour cost; Interconnection of labour productivity with productivity of other factors; Cost and management reporting for control of labour cost; Labour turnover; Chargeable expenses and problems connected therewith.

Paper 9 : Cost Accountancy—Overheads and Methods

(One Paper—Three hours—100 marks)

Factory, selling, distribution and administrative overheads; Collection and departmentalisation of overheads; Apportionment and allocation of overheads; Treatment of under/overabsorbed overheads; Recording and control of indirect labour, indirect material and indirect expenses; Controllable vis-a-vis uncontrollable overheads; Responsibility Accounting; Fixed, semi-variable and variable overheads; Their treatment in costs and their impact on profit with reference to different volumes of production; Control of production and service department expenses; Treatment of special expenses in costs, such as research and development, preliminary expenses, rectification expenditure, obsolescence cost, etc.; Interlocking, integration and reconciliation of financial and cost accounts; Different methods of costing, such as batch and job costing, process costing, operating costing, operation costing, unit costing, etc.; Standard costing and variance analysis; Marginal costing; Uniform costing; Cost and management reporting for control of overheads; Integrated cost reduction; Mechanisation and modern trends; Problems connected with Mechanisation.

32A. Exemptions.—Exemptions from individual subjects in the Intermediate Examination shall be granted as follows :

(1) Those who have passed a Degree examination of any University or a Diploma/Degree examination of the Indian Institute of Science, Bangalore, or any of the Indian Institutes of Technology, in the subjects shown in Column I of the table below with a paper of at least 200 maximum marks or with at least two papers in that subject, shall be exempted from the paper shown in Column II or Column III, as the case may be :

Column I	Column II (See Regulation 31)	Column III (See Regulation 32)
1. Economics	1. Economics of Industry and Commerce and Industrial Evolution in India.	1. Modern Economics and Industrial Evolution in India.
2. Mathematics	2. Practical Mathematics.	2. Practical Mathematics.
3. Engineering	3. Elements of Engineering.	3. Factory Organisation and Elements of Engineering.

(2) Those who have passed the Intermediate Examination of the Institutes of Chartered Accountants of India, England and Wales, Scotland or Ireland, or the

Intermediate Examination or Parts I & II of the Examination of the Institute of Cost and Works Accountants, London, shall be exempted from the paper Book-keeping and Accountancy.

(3) A candidate who is exempted from all subjects of a Group under sub-regulations (1) and (2) above shall pay an Exemption fee of Rs. 20.

(4) A candidate who under the second proviso to Regulation 29 reappears at the Intermediate Examination shall be entitled to exemption from the subjects mentioned in Column I or Column II, as the case may be, of the table below :

Column I (See Regulation 31)	Column II (See Regulation 32)
1. Economics of Industry and Commerce and Industrial Evolution in India.	1. Modern Economics and Industrial Evolution in India.
2. Book-keeping and Accountancy.	2. Book-keeping and Accountancy.
3. Practical Mathematics.	3. Practical Mathematics.
4. Elements of Engineering.	4. Factory Organisation and Elements of Engineering.
5. Costing (Three Papers).	5. Cost Accountancy (Three Papers).

(5) A candidate who has passed in or obtained exemption from any of the subjects, shown in Column I of the table below, of the Intermediate Examination prescribed in Regulation 31, shall be entitled to exemption from the corresponding subjects, shown in Column II, of the Intermediate Examination prescribed in Regulation 32 :

Column I (See Regulation 31)	Column II (See Regulation 32)
1. Office Methods and General Knowledge of Commerce and Finance.	1. Office Organisation and General Knowledge of Commerce and Finance.
2. Economics of Industry and Commerce and Industrial Evolution in India.	2. Modern Economics and Industrial Evolution in India.
3. Industrial and Commercial Law.	3. Industrial and Commercial Law.
4. Book-keeping and Accountancy.	4. Book-keeping and Accountancy.
5. Practical Mathematics.	5. Practical Mathematics.
6. Elements of Engineering.	6. Factory Organisation and Elements of Engineering.
7. Costing (Three Papers).	7. Cost Accountancy (Three Papers).

(6) A candidate who is not declared successful in Group I or Group II of the Intermediate Examination under sub-regulation (2) of Regulation 41, but obtains a minimum of 50 per cent of the total marks in any paper of the said Group I or Group II shall be exempted from that paper.

FINAL EXAMINATION

33. Admission to and fees for Final Examination.—

(1) No candidate shall be admitted to the Final Examination unless he is a Registered Student and has passed the Intermediate Examination of the Institute or of the dissolved company and unless he has paid all his dues within the seventh day of the second month preceding the month in which the examination is held;

Provided, however, that a candidate registered as a student before 1st January 1965 shall not be admitted to any Final Examination unless a minimum period of eleven months has elapsed between the date of his passing the Intermediate Examination and the first day of the month of the Final Examination :

Provided further that a candidate who was admitted to any of the Final Examinations held prior to 31st December 1963 and who is required to reappear under the second proviso to Regulation 29 at the Intermediate Examination may be admitted to the Final Examination simultaneously with his said reappearance at the Intermediate Examination :

Provided further that a candidate registered as a student on or after 1st January 1965 shall not be admitted to any Final Examination unless he has produced a certificate from the Director of Studies or the Head of the Coaching Administration, by whatever name designated or from the head of the institution recognised by the Council in this behalf duly countersigned by the Director of Studies or the Head of the said Coaching Administration, as the case may be, to the effect that subsequent to his passing the Intermediate Examination he has undergone satisfactorily a course of postal or oral tuition for the Final Examination, provided that in the case of a candidate who, whether before or after passing the Intermediate Examination, has undergone or is undergoing oral tuition for an integrated course of Intermediate and Final Examinations imparted by Government or Government-sponsored institutions run on whole-time basis, due regard shall be had for such tuition for the purposes of the certificate above referred to :

Provided further that the Examination Committee may on receipt or being possession of any information against any candidate, decline to admit him to any examination after giving him an opportunity to explain his conduct and after holding such enquiry for the purpose as it may consider necessary.

(2) No candidate shall be admitted to any Group of the Final Examination unless he has passed in or obtained exemption from the Group or Groups preceding it :

Provided that a candidate will be admitted to all the Groups if taken together.

(3) Every candidate for admission to the Final Examination shall pay a fee of Rs. 30 for any one Group Rs. 55 for two Groups or Rs. 75 for all Groups.

34. *Groups, Papers and Syllabus for Final Examination.*—Candidates for the Final Examination to be held prior to 31st January 1971 shall be examined in the following subjects and Groups :

GROUP I

1. Company Law

(One Paper—Three hours—100 marks)

The Companies Act (excluding Chapter on Registration of Charges, Winding up, and Winding up of Unregistered Companies) including any revisions, amendments or consolidations that may take place from time to time, and also any rules framed under the Act by the Central Government, effective from a date not less than six months preceding the date of the examination.

Stress should be laid especially on the application of the statute to problems relating to companies

2—3. Advanced Accountancy

(Two Papers of Three hours of 100 marks each)

(A) Higher parts of company accounts : Amalgamation absorption and reconstruction of companies; Bonus shares; reduction of capital; Valuation of shares and shares of no par value Royalty. Hire Purchase and Instalment Payment Purchase Stock Exchange Transactions. Claims for loss of stock, loss of profits and other compensations including Marine Insurance Claims. Accounts of Industrial undertakings under special statutes. Integration of Cost and Financial Accounts.

(B) Accounts of Banks and Insurance Companies. Treatment of Life Policy taken over in repayment of debt due.

Subsidiary Company and Consolidated Balance Sheet. Preparation of the Budget.

Income Tax Law and Accounts : Sources of Income. Relief, deductions and exemptions. Depreciation, obsolescence and loss or profit on sale of assets. Different kinds of assessee's. Total income and assessment of liability—individuals, firms and companies.

GROUP II

4—6. Costing

(Three Papers of Three hours of 100 marks each)

- (A) 1. Rejections, Wastes and Experimental Works
2. Preliminary Expenses and Development Costs
3. Service, Installation and Construction Costs
4. Mechanisation of Cost Accounts.
- (B) 1. Marginal Costing.
2. Joint Products and By-Products.
3. Profit and Selling Price.
4. Tenders and Quotations.
- (C) 1. Measurement of Productivity and Cost Efficiency.
2. The Cost of Labour Turnover.
3. Standard Costs; Budgetary Control and Forecasting.
4. Uniform Cost Accounting and Cost Ascertainment.
5. Miscellaneous.

GROUP III

7. Principles and Practice of Management

(One Paper—Three hours—100 marks)

PRINCIPLES

Distinction between Administration and Management.

Essential steps in management.—Establishment of major policies; organisation to carry out these policies; operation through this organisation.

Policy.—What 'management' is, who directs it and how it is formulated. Steps in decision-making.

Functions of management.—Effective use of the mechanism of production or utilisation of output capacity. Wages and working conditions. Marketing or distribution. Production flow and productive planning. The human factor in industry.

Objectives of management.—Earning of profit on capital. Production of goods and services for satisfaction of human wants. Employment for people of the community. Conservation of health and safety of the employees and consumers. Avoidance of waste of natural resources. Basic value of the work itself.

Elements of effective management.—Planning, Co-ordination, Motivation or Leadership and Control.

Management is exercised on.—People and human skills; methods and procedures; equipment and physical materials.

Organisation.—Production, Distribution, Personnel, Control and Finance.

History of management movements in the United States and United Kingdom.

PRACTICE

Layout of factory and offices.—Plant location. Building, machinery and equipment. Labour management. Motion and time study. Job evaluation. Incentives. Working conditions. Safety; sanitary conveniences; light and ventilation; recreations; canteens; creches for working mothers' children; general welfare arrangements.

Types of Organisation.—Line; Line-and-Staff; Functional.

Execution of policy.—Functional and sectional policies co-ordinated to the general policy. Delegation of authority. Definite and written instructions. Plans and charts.

Importance of standards and strict adherence to them.

Public Relations.—Industrial laws and rules. Government Departments, Local Authorities, Chambers of Commerce, Trade Associations, Technical and professional bodies, Trade Unions, Public Relations Department.

8. Management Accountancy

(One Paper—Three hours—100 marks)

Preliminary.—Assets, liabilities and net-worth of business.

Numbers and Codes.—Their use in the factory to facilitate easy reference and identification.

Securing the capital.—Shares, stocks and debentures. Money lending houses; Private firms; Banks; Co-operative Societies, Insurance companies; Managing Agents. Long and short term loans. Secured and unsecured advances. Credit instruments. Central and State Finance Corporations.

Investing and Capital.—Investment in own business and in the businesses of subsidiaries. Trustee securities. Investment in companies quoted on the Stock Exchange. Investment Trust.

Current Assets.—Investigation of customers' credit standing. Realisation of sundry debtors. Credit allowed by vendors. Control of stock inventory and work in-progress. Cash and trade discounts payable and receivable.

Utilisation of accounts in the;

(i) Control of expenditure.

Predetermination of the limit of each item of expenditure. Periodical comparison of actual with the predetermined limit. Careful examination of each variation and the appropriate remedies.

(ii) Measurement of effects on profits resulting from

(a) business activities, (b) working methods and (c) business policies. Comparison of actual with possible or estimated effects. Reports to management. Effectiveness of individual methods. Forecasting and formation of policies.

CONTROL

Control of sales and production through the respective budgets. Sales budget in many cases directing the production budget. Material control; Purchase, receipt and inspection of materials; Issue of materials on requisition; Receipt back of surplus or unused material; Transfers to condemned stores; Stock verification. Labour control; Ordinary cost; Efficiency cost; Payment and charging. Factory overhead control; Expenses budgets; Methods of recovering expenses; Charges to departments; Prepayment's and Accruals. Control of commercial expenses : Selling, Distribution and Administration. Creditors' Control Account and audit of current liabilities.

AUDIT

Internal auditing in industries : Responsibility for all important phases to be distributed amongst more departments than one. Clear planning necessary before audit is taken up. Receipt and disbursement of cash to be so organised that one person's action is automatically checked by another. Audit of credit sales and accounts receivable, and credit purchases and accounts payable. Bonus systems of payment of wages and control of production statements. Frauds, their detection and prevention. Audit of transport within and outside the factory. Internal audit reports : Scope of audit to be clearly defined; Facts mentioned in the report should be supported by necessary background; Recommendations to be practical and practicable for improvement of controls.

9. Statistical Methods

(One Paper—Three hours—100 marks)

Compilation, classification and tabulation of data. Application of graphical methods (including interpolation). Frequency distributions and their characteristics: Mean, Median, Mode, Dispersion, Skewness, Co-efficient of Variation, Standard Deviation, Correlation and Probable Errors. Frequency Curves, Histograms and Ogives. Time Series and Moving Averages. Index Numbers. Sampling. Statistical Quality Control. Application of Statistics to industry and commerce.

The above is intended as a general guide to questions which may be asked in each paper.

35. *Groups, Papers and Syllabus for Final Examination (Continued)*—Candidates for the Final Examination to be held after 31st January 1971 shall be examined in the following subjects and Groups :

GROUP I

Paper 1 : Company Law

(One Paper—Three hours—100 marks)

The Companies Act (excluding Chapters on Winding up and Winding Up of Unregistered Companies), including any revisions, amendments or consolidations that may take place from time to time, and any Rules or Schedules, if any, framed under the Act by the Central Government.

Stress will be laid especially on the application of the Statute to problems relating to Companies.

Paper 2 : Advanced Accountancy

(One Paper—Three hours—100 marks)

NOTE : In addition to the undernoted, higher treatment of area covered in Intermediate Syllabus on "Book-keeping and Accountancy" and critical study of the Companies Act, and Rules and Schedules thereunder, will be expected.

Higher aspects of Company Accounts : Amalgamation, absorption and reconstruction of companies; Alteration of share capital; Reduction of capital.

Valuation of Shares; Stock Exchange transactions; Holding and subsidiary companies; Consolidated Balance Sheet and consolidated Profit and Loss Account.

Accounts of banks and insurance companies; Treatment of policies taken in payment of debts due; Double accounts system.

Claims for loss of stock, loss of profits and other compensations, including marine insurance claims.

Accounts of industrial undertakings under special statutes such as Electricity, Railways, Damodar Valley Corporation and Indian Airlines Corporation.

Integration and interlocking of cost and financial Accounts.

Government and Municipal Budgets.

Paper 3 : Taxation

(One Paper—Three hours—100 marks)

The syllabus will embrace principles, law and practice in relation to the following :

(a) Income Tax Act relating to different classes of assesses, such as individuals, firms and companies. Sources of income; Reliefs, deductions, exemptions, etc., Depreciation, obsolescence and loss of profits on sale of assets; Annuity Deposits; Capital Gains Tax.

(b) Estate Duty Act; Expenditure Tax Act; Gift Tax Act; Wealth Tax Act; Central Sales Tax Act; Customs Duty; Excise Duty.

GROUP II

- NOTE : (1) The subject matter covered in this Group should be studied widely and intensively.
(2) In addition to the undernoted, higher treatment of area covered in Group III of Intermediate Syllabus will be expected.

Paper 4 : Cost Accountancy—Costing Systems and Methods

(One Paper—Three hours—100 marks)

Practical and advanced treatment of different methods of costing and practical problems arising therefrom or inherent in such methods, including topics such as—

Interlocking, integration and reconciliation of cost and financial accounts; Depreciation and allied charges, including tax implications; Cost of labour turnover; Reporting and presentation of information to management; Marginal costing and break-even analysis; Modern decision techniques; Cost accounting from managerial angle; What Management expects of Cost Accountant; Interpretation of costing figures and data; Coding of accounts

Paper 5 : Cost Accountancy—Cost Control and Cost Audit

(One Paper—Three hours—100 marks)

Advanced treatment of matters such as—

(a) Control techniques and devices : Integrated cost reduction; Utilisation of scrap; spoilage, etc.; Forecasts, budgets, targets and control thereby; Standard costs and variance analysis; Capital budgeting and investment planning; Inventory management and control;

(b) Cost and efficiency audit : Cost audit vis-a-vis financial audit; Special characteristics of cost audit; Organisation for and circumstances favouring cost audit; Benefits of cost audit; Cost audit programme and procedure; Provisions of cost audit in Companies Act.

Paper 6 : Cost Accountancy—Applied Costing

(One Paper—Three hours—100 marks)

Advanced treatment of topics such as—

Productivity concepts and measurement thereof : Overall productivity, labour productivity, material productivity, capital productivity, etc., inter-relation of factorywise productivity; Uniform cost accounting; Inter-firm comparisons; Cost accounting and operational research; Value analysis; Mechanical and electrical aids in accounting and costing; Electronic computers; Problems such as cost and pricing, tendering, costing of after-sales service, profit forecasting and planning, etc.; Extension and application of costing in public enterprises—departmentally managed, company managed, public corporation, etc.; Application and adaptation of suitable costing system to individual industry or unit.

GROUP III**Paper 7 : Statistical Methods****(One Paper—Three hours—100 marks)**

Collection, scrutiny, compilation, classification and tabulation of data; Diagrammatic and graphical representation; Interpolation; Mechanical aids to computation; Frequency distribution and their characteristics; Average, Mean, Median, Mode, Dispersion, Skewness, Kurtosis, Moments; Co-efficient of Variation, Co-relation, Dispersion; Standard Deviation, Regression; Probability and Significance; Analysis of Time series; Elementary idea about theoretical distributions; Binomial, Poisson, Normal Distributions; Sampling; Statistical Quality Control; Index Numbers; Statistics and Business Management; Application of Statistics to industry and commerce.

Paper 8 : Principles and Practice of Management**(One Paper—Three hours—100 marks)****PRINCIPLES**

Concept of Management : Present pattern of development in business and industry; Need for principles of Business Management; Evolution of management thoughts; Development of theories of management; History of management movement in the United States and the United Kingdom.

Management functions : Unification of diverse specialised activities; Planning, organizing, co-ordination, motivation, direction, control.

Managerial objectives and criteria of management.

Planning : Nature of planning, levels of planning, span of planning, steps in planning.

Policy Making : Procedures and techniques, limiting factors, guiding principles; Specialisation.

Authority and responsibility : Concepts of management structure; Span of management; Delegation; Principles of departmentalisation and decentralisation; Line-and-staff functions.

Co-ordination : Objectives and machinery for co-ordination; Importance and need of communication.

Motivation : Basis of motivation; Determinants of performance; Development of group concepts.

Direction : Nature of direction; Decision making as an essential constituent of management functions; Emphasis on human relations and morale.

Control : Need for a goal, target or standard; Qualities of good control : flexibility, simplicity, absence of ambiguity, economy; Areas of Control : personnel, product, finance, overall; Quality of management; Control process; Procedure of control; Establishment of standard; Appraisal of performance; Correction of deviations; Selection of strategic control points; Budget as a control device; Committee procedure.

PRACTICE

Organisation : Types, basis, functions, regions, operations, products, customers.

Layout of factory and offices : Plant location; Building, machinery and equipment; Labour management; Motion and time study; Incentives; Working conditions; Safety; Sanitary conveniences; Light and ventilation; Recreations; Canteens; Creches for working mothers' children; General welfare arrangements.

Delegation : Specification; Duties, authority, accountability.

Staffing : Job specification; Job evaluation and appraisal; Job grading; Merit and quality rating; Promotion; Training.

Communications : Forms and modes of communications.

Execution of policy : Functional and sectional policies co-ordinated to general policy; Unambiguous written instructions; Plans and charts.

Social responsibilities of management : Need for harmony in National and company interests.

Some tools in management and executive decision making, such as budgetary control and standard cost, various types of audit, marginal analysis, value engineering and analysis, operation research, etc.

Management under Companies Act in India.

Management practice in public enterprises.

Public relations : Industrial Laws and Rules; Government departments; Local authorities; Chambers of Commerce; Trade associations; Technical and professional bodies; Trade Unions; Public relations department.

Reporting to Management : Who should report, who and when to report; Types of reports, general and special; Purpose of report; Essential features of report; Content of report; Rule of exceptions; Use of charts, graphical illustrations and statistical techniques.

Paper 9 : Management Accountancy and Management**Audit****(One Paper—Three hours—100 marks)****MANAGEMENT ACCOUNTANCY**

Preliminary : Assets, liabilities and net worth of a business. Number of codes and their use in organisation to facilitate easy references and identification.

Sources of capital : Shares, stocks and debentures;

Money lending houses; Private firms; Banks; Co-operative Societies; Insurance companies; Managing agents; Long and short term loans; Secured and unsecured advances; Credit instruments; Central and State Finance Corporations.

Investing capital : Investment in own business and in businesses of subsidiaries; Trustee securities; Investment in companies quoted on Stock Exchange; Investment trusts.

Current assets : Investigation of customers' credit standing; Realisation of sundry debtors; Credit allowed by vendors; Control of stock inventory and work-in-progress; Cash and trade discounts payable and receivable; Utilisation of accounts in (i) control of expenditure : Predetermination of limit of each item of expenditure, periodical comparison of actual with the predetermined limit and careful examination of each variation and the appropriate remedies; (ii) measurement of effects on profits resulting from (a) business activities, (b) working methods, and (c) business policies, comparison of actual with possible or estimated effects, reports to management, effectiveness of individual methods, forecasting and formation of policies.

Control : Control of sales and production through respective budgets. **Materials control :** Purchase, receipt and inspection materials; Issue of materials on requisition; Receipt back of surplus or unused materials; Transfers to condemned stores; Stock verification; Labour control; Factory overhead control; Expenses budgets; Methods of recovering expenses; Charges to departments; Prepayments and accruals. **Control of commercial expenses :** Selling, distribution and administration; Creditors' control account.

Criticism and interpretation of published accounts, accounting and statistical data.

Ratio Analysis.

MANAGEMENT AUDIT

Audit of functions, such as—

General management, including duties of chief executive and top management of organisation chart, Reporting of management, etc.

Production function, including planning, purchase, storage, production, works study, inspection, internal transport, ancillary services and others.

Personnel function, including recruitment, training and discharge of personnel, welfare facilities, etc.

Selling and distribution functions, including warehousing, sales records, credit collection, service facilities, publicity, etc.

Costing, accounting and finance functions, including (a) methods Book-keeping and promptness and correctness of accounting, (b) cost records and cost accounts, (c) degree of adequacy of accounting and costing information furnished to management, (d) budgetary control and standard costing.

Secretarial function, including degree of effectiveness of secretarial organisation.

Management audit in relation to statutory audit, financial audit and cost audit.

35A. Exemptions.—Exemptions from individual subjects at the Final Examination shall be granted as follows :

(1) Those who have passed the examinations mentioned in Column I of the table below shall be exempted from the paper shown in Column II or Column III, as the case may be :

Column I	Column II (See Regulation 34)	Column III (See Regulation 35)
1. Final Examination of the Institutes of Chartered Accountants of India, England and Wales, Scotland or Ireland or Final Examination or Parts III & IV of the Examination of the Institute of Cost and Works Accountants, London.	1. Advanced Accountancy (Two Papers)	1. (a) Advanced Accountancy (b) Taxation
2. Degree or Post-graduate Diploma Examination of any University with a paper of at least 200 maximum marks or with at least two papers in the subject Statistics, or the Diploma/Degree Examination in Statistics of the Indian Statistical Institute, Calcutta.	2. Statistical Methods	2. Statistical Methods

(2) A candidate who is exempted from all subjects of a Group under sub-regulation (1) above shall pay an exemption fee of Rs. 30.

(3) A candidate who has passed in or obtained exemption from any of the subjects, shown in Column I of the table below, of the Final Examination prescribed in Regulation 34 shall be entitled to exemption from the corresponding subjects, shown in Column II, of the Final Examination prescribed in Regulation 35 :

Column I (See Regulation 34)	Column II (See Regulation 35)
1. Company Law	1. Company Law
2. Advanced Accountancy (Two Papers)	2. (a) Advanced Accountancy (b) Taxation
3. Costing (Three Papers)	3. Cost Accountancy (Three Papers)
4. Principles and Practice of Management	4. Principles and Practice of Management.
5. Management Accountancy	5. Management Accountancy and Management Audit
6. Statistical Methods	6. Statistical Methods.

(4) A candidate who is not declared successful in a Group of an examination under sub-regulation (2) of Regulation 41 and who obtains in a subject—

(i) where the subject comprises one paper, a minimum of 50 per cent of the total marks, or

(ii) where the subject comprises more than one paper, a minimum of 40 per cent of the total marks in each paper and a minimum aggregate of 50 per cent of the total marks of all papers.

shall be exempted from that subject.

36. Conduct of Examinations.—(1) The examinations shall be conducted in such manner and at such times and places as the Council may direct :

Provided that the qualifying examinations shall be held at least once in each year.

(2) The dates and places of the examinations and other particulars shall be notified in the Journal of the Institute.

37. Application for admission to Examination.—Application for admission to an examination shall be made in the prescribed form, a copy of which may be obtained from the Secretary. Every such application together with the prescribed fee shall be sent so as to reach the Secretary in accordance with the directions given by the Council.

38. Refund of fees.—(1) The fee paid by a candidate who has been admitted to an examination, shall not, except as otherwise provided in sub-regulation (2), be refunded.

(2) Where a candidate applies to the Council for transfer of fees to the next examination on the ground that he was prevented from attending an examination by circumstances beyond his control, the Council may permit the fee paid by such candidate to be adjusted towards the fee payable for the next examination only :

Provided that no such application received after the expiry of fifteen days from the last date of the examination shall be considered.

39. Candidates to be supplied with Admission Cards.—An Admission Card stating the place, dates and times at which the candidate will be required to present himself for examination shall be sent to each candidate at the address given by him in his application so as to reach him not less than fourteen days before the commencement of the examination.

40. Examination Certificate.—Every candidate passing the Intermediate and Final Examination shall be furnished with a certificate to that effect in Form 'J'.

41. Examination Results.—(1) A list of successful candidates in an examination shall be published in the Journal of the Institute in such manner as the Council may direct. The names of candidates obtaining distinction in the examination shall be indicated in the list. Each candidate shall be individually informed of his result and also of the marks obtained by him in the paper or papers of the examination in which he appeared :

Provided that in any case where it is found that the result of an examination has been affected by error, malpractice, fraud improper conduct, or in any other way the Examination Committee shall have the power suitably to amend such result and to make such declaration as the Committee considers necessary.

(2) A candidate shall be declared to have passed in an examination when he has passed in all the Groups comprised in that examination from which he has not been exempted. A candidate shall ordinarily be declared to have passed in a Group of an examination if he gets

at one sitting a minimum of 40 per cent of the total marks in each paper from which he has not obtained exemption and an aggregate of 50 per cent of the total marks of all such papers in that Group : provided that for a pass in Group III of the Intermediate Examination or Group II of the Final Examination the minimum of 40 per cent marks in each paper shall not be insisted upon, if he obtains a minimum of 35 per cent of the total marks in each paper and an aggregate of 50 per cent of the total marks of all papers in that Group. The Council may, however, vary the minimum pass marks at its discretion for all the examinations.

(3) A candidate who passes the examination obtaining 70 per cent of the total marks of all the papers of the Examination at one sitting shall be deemed to have passed the examination with distinction.

(4) Information as to whether a candidate's answers in any particular paper or papers of any examination have been examined and valued will be supplied to the candidate on his forwarding within a month of the declaration of the said examination results, an application accompanied by a fee of Rs. 10 for any or all papers. The fee is only for verifying whether a candidate's answers in any particular paper or papers have been examined and valued, and not for the revaluation of answers. The marks obtained by the candidates in individual questions or in sections of a paper cannot, in any circumstances, be supplied. If as a result of such verification, it is discovered that there has been either an omission to examine or value any answer or answers or there has been a mistake in the totalling of the marks, the fee for verification shall be refunded in full to the applicant.

(5) If after a period of six months from the date of declaration of results of an examination a candidate requires a duplicate copy of his marksheet in respect of that examination, he shall be supplied with such duplicate copy of marksheet on receipt of an application from him in that behalf and on payment of Rs. 10 on account of fee for duplicate marksheet; provided that the application for supply of duplicate copy of marksheet in respect of an examination shall be made within five years from the date of declaration of results of that examination.

42. *Disciplinary action against candidates resorting to unfair means.*—If a candidate is found to have resorted to or attempts to resort to unfair means pertaining to any examination, the Council may on receipt of a report to that effect, and after such investigation as it may deem necessary, take such disciplinary action against the candidate concerned as it thinks fit.

43. *Examiners.*—The Council shall, on the advice of the Examination Committee, maintain a list of approved examiners, from which the examiners will be appointed for a particular examination to set up question papers and value answer papers.

44. *Practical Training.*—(1) A person who has passed the examinations prescribed in this Chapter or the examinations recognised as equivalent thereto shall not be eligible for membership of the Institute unless he has undergone such practical training as the Council may from time to time decide.

(2) For purposes of sub-regulation (1) above, an applicant for membership of the Institute shall be required to produce evidence to the satisfaction of the Council that he has acquired for a period of not less than three years practical experience covering different branches of Costing or Industrial Accounting, viz., Stores, Materials, Labour, Overhead, etc., in a responsible position in any one or more Industrial or Commercial or Government units or departments.

Explanatory Note

The above Notification incorporates, for facility of easy reference and understanding, the existing Regulations 19 to 44 and certain amendments made to some of them, the draft of which was previously published in the Council's Notification No. CWR(1)/67, dated 2nd March 1967, Notification No. CWR(3)/65, dated 20th April 1967, Notification No. CWR(3)/67, dated 22nd July 1967 and Notification No. CWR(1)/68, dated 19th April 1968 and approved by the Central Government as required under sub-section (3) of Section 39 of the Cost and Works Accountants Act, 1959. The Regulations in which amendments have been carried out are Regulations 23A, 25, 28A(3), 29, 30(1), 30(3), 31, 32, 32A, 33(1), 33(3), 34, 35, 35A, 41(2) and 41(5). The Revised Syllabus given under Regulation 32 will come into force for and in respect of the Intermediate Examination to be held in July 1971 and onward. Similarly, the Revised Syllabus given under Regulation 35 will come into force for and in respect of the Final Examination to be held in July 1971 and onward. In other words, both the Intermediate and Final Examinations under the existing Syllabus (see Regulations 31 and 34 respectively) will be held up to and inclusive of January 1971."

S. N. GHOSE
Secretary

BAR COUNCIL OF INDIA

AMENDMENT OF RULES

The Rules of the Council have been amended by the Council at its meeting on the 3rd and 4th August, 1968 as set out in the following Resolution No. 77/68 of the Council :—

"RESOLUTION NO. 77/68

RESOLVED further that the rules of the Council in Part III Chapter II be and are hereby amended as follows :—

IN RULE 3(b)(1)(ii) : In lieu of the words—

"First such candidates as are advocates on a State Roll for less than 10 years if the number of candidates who have been advocates on a State Roll for at least 10 years as required by the proviso to section 3(2) of the Act already declared elected is less than 8 in the case of the Bar Councils of Assam, Orissa and Delhi or less than 10 in the case of the other Bar Council."

The following be substituted :—

"First such candidates as are advocates on a State Roll for less than 10 years if the number of candidates elected who have been on the State Roll for less than 10 years has already reached 7 in the case of the State Bar Councils of Assam, Orissa and Delhi, and 10 in the case of the other Bar Councils."

New Delhi-1,
the 23rd August 1968

A. N. VEERARAGHAVAN
Secretary
Bar Council of India

EMPLOYEES' STATE INSURANCE CORPORATION

New Delhi, the 22nd August 1968

No. 12-(1)/23/66-Med-II.—In pursuance of the resolution passed by the Employees' State Insurance Corporation at its meeting held on 25th April, 1951, conferring

upon me the powers of the Corporation under Regulation 105 of the E.S.I. Corporation (General) Regulations, 1950. I hereby authorise the District Surgeon, Bangalore to function as medical authority with effect from 29th July, 1968 with jurisdiction over Bangalore for the purpose of medical examination of the insured person, and grant of further certificates to them when the correctness of the original certificate is in doubt.

T. C. PURI
Director General

CORRIGENDUM

Bangalore, the 30th July 1968

No. Mys/Co-ord-18(11)C/62.—In partial modification of this office notification notified *vide* the Gazette of India dated 9-3-68 (Part III Section 4) regarding constitution of Local Committee, Bangalore area it is further notified that the Personnel Manager, Bharath Electronics Limited, Bangalore has been appointed as a member of Local Committee under Regulation 10-A(1) (d) of E.S.I. (General) Regulations, 1950 in place of the Assistant Personnel Manager.

By Order,
K. C. AGGARWAL
Regional Director

INDIAN POSTS AND TELEGRAPHS DEPARTMENT

Office of the Director General, Posts and Telegraphs

NOTICES

New Delhi-1, the 23rd August 1968

No. 25/21/68-LI.—Postal Life Insurance EA/55 Policy No. 49825-P, dated 5-11-51 for Rs. 1000 held by Shri Dattatraya Gangadhar Joshi having been lost from the departmental custody, notice is hereby given that the payment thereof has been stopped. The Deputy Director, Postal Life Insurance Calcutta has been authorised to issue a duplicate policy in favour of the insurant. The Public are hereby cautioned against dealing with the original policy.

The 26th August 1968

No. 25/37/68-LI.—Postal Life Insurance E.A./55 Policy No. 71684-P, dated 16-4-1956 for Rs. 2,000 held by Shri B. R. Srinivasa Rao having been lost from his custody notice is hereby given that the payment thereof has been stopped. The Dy. Director, PLI, Calcutta has been authorised to issue a duplicate policy in favour of the insurant. The public are hereby cautioned against dealing with the original policy.

S. K. GHOSH
Director (PLI & Complaints)